

NEW MEXICO JUDICIAL BRANCH

CASE MANAGER

(Classified)

TARGET SALARY: \$51,965-\$103,929 annually, or \$24.983-\$49.966 hourly depending upon experience (pay range II)

LOCATION: Varies, statewide locations

FLSA STATUS: Non-Exempt

JOB CODE: 8620JB

BENEFITS: Competitive benefits package offered

THE NEW MEXICO JUDICIARY

The Mission of the New Mexico Judiciary is to protect the rights and liberties of the people of New Mexico guaranteed by the Constitution and laws of the State of New Mexico and the United States; to resolve legal disputes fairly, and to ensure access to justice for all.

GENERAL STATEMENT OF DUTIES

Acting under general supervision perform highly skilled support work in a court setting and monitor the defendant's or offender's participation in a court mandated programs, and compliance with court order.

EXAMPLES OF JOB DUTIES

- **The Case Manager** is responsible for assessing and determining the status and needs of defendants for treatment.
- Investigates defendants' educational, family, criminal, employment and social background and or previous treatment compliance.
- Works with the Clinical Director to develop treatment plans that meet the orders of the Court.
- Attends staff meetings, training, community outreach, and court programs.
- Prepares detailed oral and written reports.
- Facilitates communication and coordination between care/service/support providers.
- Monitors defendants' compliance with a treatment plan and recommends counseling when appropriate.
- Compiles lists for statistics and coordinates court calendars.
- Conducts scheduled progress meetings at court-appointed locations.
- Monitors defendant's compliance at court hearings and treatment plan requirements.
- Reports, documents, and notifies the court of defendants' compliance, non-compliance or program violations and recommends appropriate actions.
- Provides treatment information and options to judges and involved treatment providers and community members.
- Performs scheduled and unannounced site visits to monitor program compliance.
- Monitors program compliance utilizing electronic monitoring technology.
- Tracks and administers drug and alcohol screens as necessary and maintains alcohol and drug screening protocols, equipment and supplies.
- Performs administrative activities and provides customer service as assigned.
- Other duties as assigned.

COMPETENCIES/QUALIFICATIONS

The successful applicant should demonstrate knowledge of court-ordered rehabilitation or support programs, sentencing guidelines, treatment options and available community services; New Mexico law, civil and criminal procedure; local court rules, policies and procedures, operations and structure; case management; legal terminology; substance abuse and mental health counseling and treatment; community resources available for the homeless and veteran populations; mediation techniques and conflict resolution; investigative techniques; drug screening methods; electronic monitoring equipment and technology.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree from an accredited college or university in Criminal Justice, Public or Business Administration, Social Work, or a related field.

Education Substitution: Four (4) years of directly related or relevant experience may substitute on a year for year basis.

Experience: Three (3) years experience in case management.

Experience Substitution: None.

Other: May be required to obtain and maintain National Crime Information Center (NCIC) certification within six (6) months of hire.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

** This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

BENEFITS

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid vacation and sick leave up to eight (8) weeks
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation [457\(b\) plan](#)
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations*

- Free health care, Rx, and lab work at the facility ([Stay Well Health Center](#)) in Santa Fe, NM
- Bilingual compensation*
- Training and career development opportunities
- Higher education [opportunities](#), educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay*
- May receive physical fitness leave*
- What are your benefits worth? Click [here](#) to find out

These benefits vary by job classification or need

START YOUR CAREER

Experience the difference, work for the Judiciary! Apply [here](#)!

History of Job Description: Dev: 02/01/17, Rev: 01/29/20, Benefits updated: 02/26/21, Audit: 12/31/22, Rev. Pay Ranges: 07/08/23, 07/06/24, 07/05/25, 07/04/26

The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at [nmcourts.gov](#).